



Grants and Community Recreation Program
124 State House Station
Augusta, Maine 04333
(207) 624-6090



GRANT APPLICATION GUIDANCE

The Land and Water Conservation Fund Act of 1964 (LWCF) was established to assist federal, state and local governments in the acquisition and/or development of public outdoor recreation facilities. The LWCF Program provides matching grants to States and local governments for the acquisition and development of public outdoor recreation areas and facilities (as well as funding for shared federal land acquisition and conservation strategies). The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

For more detailed information about this program please follow this link:

<https://www.nps.gov/subjects/lwcf/stateside.htm>

Administered at the federal level by the National Park Service and at the state level by the Bureau of Parks and Lands in the Maine Department of Agriculture, Conservation and Forestry, LWCF grants can provide up to 50% of the allowable costs for approved acquisition or development projects for public outdoor recreation

This guidance document is intended to provide perspective on the elements within the application on a point-by-point basis to increase the ability of the applicant to highlight the merits of their proposed initiative and therefore to increase the likelihood of project funding.

If you would like more information about this program and or to explore your eligibility for funding please contact:

Doug Beck, Alternate State Liaison Officer
At doug.beck@maine.gov or 207-624-6090

If you are ready to begin the application process, please request a pre-approval site inspection by the deadline.

COMPLETE APPLICATIONS MUST BE SUMITTED BY 5PM FRIDAY, NOVEMBER 22, 2019

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Refer to application checklist (website) for what is needed in a complete application.

PRE-APPROVAL SITE INSPECTION REQUEST DEADLINE

Potential applicants must request a
pre-approval site inspection prior to July 31, 2019.

To request your pre-approval site inspection [Click Here:](#)

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OVERVIEW

STRUCTURE

Information must be entered directly into the application form where spaces are provided for this purpose.

- 1) This application is divided into three sections
 - a) Applicant Information
 - b) Project Information
 - c) Project Budget and Match Capacity Required
- 2) This application has been formatted as a MS Word document for your convenience. You must download the application and save it to your drive before you begin to fill it out.
- 3) Supplemental Information
 - a) The “application document” however is just one part of the overall application documentation – see the application checklist for the full listing of all required documents making up a complete application. These documents must be saved according to defined file folder and file naming protocol and included with your completed application.

APPLICATION SUBMISSION

All applications must be submitted electronically. Please follow this guidance precisely in order to complete and submit your application successfully.

Before you begin any part of the application you are strongly advised to read the entire application and guidance document so you can formulate your responses accordingly. This will result in an application that limits repetitive information and better informs reviewers about the merits of your project.

- 1) Application Process
 - a) Download, store and compile all of your documents electronically on your local hard drive, agency/organization server or other site as appropriate
- 2) Application Submission
 - a) Create a cloud based folder on any of the various available storage services such as [DropBox](#), [Google Drive](#), [iCloud](#), [One Drive](#), etc. We don’t care which one as long as we will be able to access the completed documents when the time comes.
 - i) Most of these provide free accounts with more than enough storage space for your complete suite of application documents.
 - b) Create a folder within this cloud based drive titled as follows: “agency/sponsor name” “grant year” LWCF Application
 - i) ex: Prkville_2019_LWCF_App (abbreviations are encouraged as long as they are consistent throughout)
 - (1) Within this master folder create the following sub folders:
 - (a) Folder 1 – Application Preliminaries
 - (i) Save here: Application Checklist, Transmittal Letter, Resolution / Warrant Article
 - (b) Folder 2 – Application
 - (i) Save here: Word version of your application
 - (c) Folder 3 – Maps
 - (i) Save here: All project maps and design plans
 - (d) Folder 4 – Budget
 - (i) Save here: Cost estimates, project budgets, etc.,
 - (e) Folder 5 – Environmental Screening

- (i) Save here: Environmental Screening Form, Clearance from IFW, MNAP & MHP
- (f) Folder 6 – Planning
 - (i) Save here: Evidence of community planning
- (g) Folder 7 – Assurances
 - (i) Save here: Construction, Non-construction assurances, Debarment Certificate, Joint Use Agreement
- (h) Folder 8 – Community Support
 - (i) Save here: Letters of support, local press articles, any additional documents not logically saved elsewhere
- c) Within these folders save your application files according to the naming protocol below. Not all required files are listed below, but what is listed should give you a good idea of how to proceed. Applicant may also include additional supporting documents if desired (photos, press, letters of support, etc.) and should follow the same naming protocol:
 - i) Parkville_2018LWCF_application (*abbreviated = PrkVlle_2018LWCF_app)
 - ii) Parkville_2018LWCF_transmittal (*abbreviated = PrkVlle_2018LWCF_trnsmtl)
 - iii) Sponsor name_2018LWCF_MHPC_clearance
 - iv) Sponsor name_2018LWCF_MIFW_clearance
 - v) Sponsor name_2018LWCF_MNAP_clearance
 - vi) Sponsor name_2018LWCF_map_vicinity
 - vii) Sponsor name_2018LWCF_map_site
 - viii) Sponsor name_2018LWCF_planning_evidence
 - ix) Sponsor name_2018LWCF_project_budget

* note – long file names do not work well when being zipped and unzipped. Please constrict your file names to the extent possible while still allowing for the file to be identified in relation to the grant component. See first two examples and follow suit.

Examples of optional support documentation

- x) Sponsor name_2018LWCF_project_photos
- xi) Sponsor name_2018LWCF_project_press
- xii) Sponsor name_2018LWCF_project_loss
- d) When all of your documents are completed and compiled in your local drive, copy all of your application files into your shared drive application folder.
 - i) Do not cut and paste, just copy and paste, so you maintain copies for your files.
- e) When you are certain that you have all the required documents in the shared folder do the following:
 - i) Draft an email with a link to the shared folder to doug.beck@maine.gov.
 - (1) Copy the text of your transmittal letter (appendix) into the body of your email.
 - (2) Send the email by the deadline
 - (a) This email will serve as the time stamp for the date / time of submission
 - ii) Upon receipt of the email your shared folder will be accessed, and the contents will be copied and pasted into a separate location for the review and scoring phase of the process.
 - (1) This will complete your application and files present at the time will determine the validity of your application.

PART 1 – APPLICANT INFORMATION

Contact information – please list the person who will be directly involved in managing this grant, if awarded, and therefore who will serve as the point person for all communications between the applicant and the State.

APPLICANT TYPE

Only State, County, Municipal, Tribal and School Districts are eligible to apply for LWCF funding.

PAST LWCF GRANT AWARDS

Has your agency received previous LWCF grants? If so, when was the most recent grant awarded?

- It is to your benefit to assure that all current sites are compliant with all LWCF stewardship obligations before you submit the application for funding.
- Current Grantee: Applicants with active LWCF grants are ineligible from applying for new funding until their existing active grant is closed out (work completed and reimbursements submitted).

PART 2 – PROJECT INFORMATION

PROJECT NAME

- Create a descriptive name (this name will be represented on NPS documents and state contracts)

LATITUDE / LONGITUDE

- Capture Lat/Lon at a key point on the site to benefit from the funding.

PROJECT TYPE

- Four choices:
 - A = Acquisition: purchase and / or receipt of new land for a park
 - D = Development: developing new recreation amenities in a previously undeveloped area
 - C = Combination: both acquisition and development
 - R = Renovation: rehabilitation of an existing park whether formerly funded by LWCF or not.

IF ACQUISITION

- Total Acreage Acquired is the combination of what is purchased and what is donated.
- Acquisition Assistance is the amount you are requesting toward acquisition
 - Note that LWCF will only award funding for a maximum of 50% of Yellow Book appraised value, or the agreed upon sale price, whichever is lower.

IF DEVELOPMENT

- Total Acreage = the total area of the contiguous public open space where the development will occur

TYPE OF PROJECT

- Check all boxes that apply
- Note that with few exceptions, if the project type is not listed here, it is not eligible for LWCF funding.

- 1) Project Scope
 - a) Describe the work that the funding will enable and what the final project will be. This is where you can describe the context of your work. You will be asked later to briefly describe exactly what elements the grant is funding.
 - b) Funding may be provided for a portion of a larger scaled project. For example, you may want grant funding for development of a basketball court within a park that is slated for additional improvements, or perhaps to provide a trail / boardwalk along a waterway as part of an ongoing park development to be completed in the future, or with other funding sources.
- 2) Acquisition Projects
 - a) Be descriptive, specific and brief, but provide enough information to give the reader a good sense of the property and its attributes for public outdoor recreation.
 - b) By rule the site must be open and accessible for public outdoor recreation within three years of the purchase of the property. Explain how and when this will happen.
 - c) As above, site must be developed for recreation within three years of acquisition. Plans for development must be included in the application whether the grant is funding any of that development or not. Funding will not be awarded to an acquisition project that does not demonstrate capacity for developing the project for outdoor recreation within this timeframe.
 - d) Yellow Book Appraisals (and appraisal review) may be performed in advance of application. Note however that only appraisals performed within 12 months of application submission will be considered valid and all appraisals must meet the Uniform Appraisal Standards for Federal Land Acquisitions.
- 3) Development Projects
 - a) Be descriptive, specific and brief. This is where you should list out exactly what is being enabled by this grant award. (Installing a new pool / constructing a skatepark / installing LED lighting along all park paths / developing a fishing pier / adding ADA restroom facilities / building a marina etc.,) Site designs are very helpful in support but not a replacement for a narrative.
 - b) Note that you may not have a project agreement for 6-9 months after preliminary award has been made, so it is advisable to be conservative on when your project will be completed.
- 4) Additional Development / Acquisition Items
 - a) Self explanatory
- 5) Control/Tenure
 - a) Self explanatory
 - b) Be specific about the management – name the department or individual responsible
 - c) Note that if a site is leased, the lease must be a minimum of 20 years' duration to be considered eligible
 - i) Provide support documentation, existing or proposed leases, easements, etc., for all being considered
- 6) Easements
 - a) Self explanatory
- 7) Overhead utilities
 - NPS guidance: "Overhead utility lines constitute a major detractor from the natural quality of many outdoor recreation areas and must be eliminated where possible. States will therefore be expected to 1) take all reasonable steps to insure the burial, screening, or relocation of existing overhead lines a development or acquisition projects where such lines visibly intrude upon the site's character, and 2) insure that all new electric wires under 15KV, and telephone wires be placed underground. In no case shall mass recreation use areas (swimming, picnicking, etc.) be located under electric wires. If the State feels that existing overhead lines should not be removed, rerouted, or buried, it must indicate its reasoning in the application"
 - Given above – please detail how you intend to treat the existence of or need for electrical / telephone service to your proposed facility.
- 8) Recreation Opportunities
 - a) Be specific about what you are proposing and the direct results. Be cautious about making assumptions and predictions about additional use not specifically designed for.
- 9) Non-Recreational Uses

- a) Capturing information about potential non-public / non-recreational uses on the improved site now will help your stewardship obligations later.

10) Project Need

- a) How do you know it's needed? Have members of the public been requesting this? Has the need been identified as part of a community assessment, questionnaire, survey. Etc.? The more documentation of need assessment and community engagement, the stronger the application.
- b) Be diligent in assessing existing inventory and condition of facilities. Be specific about use – who uses it, how often and how do you know? If conditions at similar facilities are poor, why is a new facility needed instead of rehabilitating an existing facility?
- c) Strong applications are able to provide data to support their estimates of use.
- d) Can this project wait, if not, why not? If so, would you be able to entertain a delayed award?

11) Process to identify project priority

- a) Provide documentation for all public input regarding the planning and community involvement for this project to include dates/times/locations of all public meetings and or plan review opportunities.
- b) Provide documentation of any / all public comment collected as part of your planning process.
- c) Strong applications capture the support of elements of the community who are direct existing / eventual beneficiaries of the recreational facility: Ex: skateboarders and families anticipating a skate park, boaters anticipating a new lake access, abutters indicating their support for that access. Generic support letters from loosely associated organizations / individuals are less compelling.

12) Planning Alignment

- a) SCORP – site specific implementation strategies and goals
- b) Municipal Plans – Best case is when the specific amenity and or park is mentioned by name in the plan; (the pool in Town Green Park needs rehabilitation) next best, the specific amenity or park resource is sited as a need in the plan (The town could really use a public outdoor pool in Town Green Park) ; good, the type of recreation is sited, (more opportunities for swimming would be a benefit), and so on. Be as specific as possible and include the excerpt from your local plan and **highlight** it. Do not submit the entire plan.

13) How close to users?

- a) Proximity to places for physical activity plays a tremendous role in probable use. Is your site next to the proposed user group? If you are proposing to develop a piece of land that is not convenient to anyone in the community, what will compel them to travel to enjoy that site? “If you build it – they will come” for the most part is only true in one film.
- b) Who are the project users and how will the recreational amenity be marketed to that user group to encourage use? How do you know they will use the site?
- c) Are you building soccer/lacrosse fields that will be programmed or enable team sports, or are you building a park with paths, benches and that will not support organized sporting events and activities.

14) Facility use & promotion

- a) As above “if you build it they will come” may not apply. How do you propose to maximize use of this facility? Be specific. Strong applications have a plan to make their users aware of their recreational facilities and to encourage their use.
- b) Suggested resources to help you respond to this question:
 - i) <http://www.census.gov/geo/maps-data/maps/block/2010/>
 - ii) <http://www.maine.gov/megis/catalog/>
- c) Background on relationship between proximity and increased likelihood of use
 - i) <http://www.cdc.gov/healthyplaces/healthtopics/parks.htm>
 - ii) http://activelivingresearch.org/files/ALR_Brief_PowerofTrails_0.pdf

15) Site Access (how do visitors get to the site?)

- a) (ADA & Universal Design Considerations will be addressed later) This question addresses how the general public will get to this site and how frequently the site will be open to those users.

16) Site Compatibility

- a) Can what you are proposing be built on the proposed site? Is it compatible with surrounding uses?

- b) Describe any outstanding natural site features and how project development will be sensitive to aesthetic considerations. Identify any visual intrusions or other potential negative factors associated with your potential project. Provide pictures if possible.
- c) Is the proposed site a former Environmental Protection Agency (EPA) or Maine Department of Environmental Protection (MDEP) designated contaminated/hazardous site that has been remediated and approved for public use? If yes, provide documentation.

17) What permits are required for the project?

- The applicant must demonstrate diligence in contacting all agencies who might be involved in permitting for this project. Typically the first step in this process is to contact your local code enforcement officer or similar municipal official. Please include the reply from this official as part of your response to this question.
- If permits are required list them in the text box and include anticipated permit application date(s)

18) Project Design

- **Costs for design and engineering incurred up to three years in advance of receipt of a project agreement (successful award) are eligible for either match or reimbursement.** By investing in the services of a qualified landscape architect or architectural / engineering firm (depending on your project) you will benefit from their expertise in site design, budget development and associated plans and graphics that your community can respond to for project feedback. You will have a much stronger application and a much greater chance of receiving funding.
- Park design is more than just fitting elements onto a landscape. The arrangement of those elements can either encourage use or discourage use. This program wants to invest in projects that are realistic, can be accomplished and will be used.

19) ADA / universal design considerations

- Note this is not an “if” question but a “how”. Be specific about your response. What components, what elements, what experiences are enabled?
- There are technical aspects to ADA in terms of design and constructions standards. The installation of an ADA compliant apparatus does no good if persons of limited abilities are unable to access that apparatus. This is another good reason to hire a professional.

20) Project sustainability

- It’s relatively easy to get money to build facilities, yet remarkably difficult to get regular funding to take care of facilities. How is your project going to minimize the maintenance burden and maximize the sustainability for years of use and enjoyment?

21) Project management

- Self-explanatory – Strong applications dedicate experienced project managers to their effort.

22) BMP’s

- This is site specific, so be specific about what elements will need to be used for your project.

23) Project construction

- Strong applications document that their project will be constructed by parties well suited to the task.

24) Ongoing Management

- As noted above, maintenance resources are often difficult to assure for the long term. LWCF projects must be maintained for public outdoor recreation “in perpetuity”. There are many examples of LWCF assisted sites across the state that are in disrepair from lack of maintenance. Strong applications are able to document the commitment of appropriate resources to the ongoing maintenance of the assisted site.
- It’s not important just to maintain a site, but also to encourage the active and appropriate use of that site. Strong applications are able to detail their plan for the active promotion of their assisted site.

25) Defining Success

- Good question – what’s your answer?

PART 3 – PROJECT BUDGET & MATCH CAPACITY

- 1) Project Budget
 - a) Bear in mind that while the LWCF program enables up to 50% reimbursement of eligible project costs, the actual reimbursement ratio is determined by the relationship between your overall projects projected costs and the grant amount you are requesting. If you build a budget that shows \$150,000 in overall project costs, and you request \$50,000 in funding assistance, your reimbursement ratio will be 33.33% and not 50%.
 - b) While you should develop a budget sufficient enough to achieve your acquisition and or development goals, you should be conservative in your estimates of available match so that your overall project budget can determine as generous a reimbursement ratio as possible up to a full 50%.
 - c) Be sure that the budget developed matches the separate “Cost Estimate” document you must also provide for inclusion in Folder 4. Costs should be as detailed as possible. Using actual quotes is good practice.
- 2) Project Matching Funds
 - a) Strong applications can document that their entire anticipated match is “in hand” and readily available for use in support of a successful award. For portions of match that are made up by in-kind services, volunteers, etc., obtaining letters of commitment of time, services, and materials is strongly recommended.
- 3) Application Certification
 - a) In addition to signing here, it is helpful to have this person named as authorized to submit the application within the text of the required transmittal letter.

ADDITIONAL DOCUMENTATION BY APPLICATION FOLDER NUMBER

Information provided below is related to Application Folders that have not previously been addressed:

- 1) Folder 1 –
 - a) Application Checklist
 - b) Transmittal Letter
 - c) Resolution
 - d) Legal authority to apply
- 2) Folder 3 – Project Maps
 - Include electronic copies of maps of the project for each type below
 - a) Location Map: Submit map identifying the location of the project within a region of the State (not to exceed 8 ½ X 11). This should be of sufficient scale to easily recognize the region of the state in which the project will be or is located.
 - b) 6(f)(3) Map: This map must clearly depict the project location in relation to roads, trails, rivers/streams, and/or other geographic features that will aid in identification of the project’s precise location (not to exceed 11 X 17). Balance the need to show the entire project with the need for the map to reflect legible and recognizable geographic features. Refer to sample for additional guidance.
- 3) Folder 4 –
 - a) Project Cost estimates (be sure to align with proposed project budget)
 - b) Appraisals & Appraisal review – to Yellow Book Standard (optional at time of application)
 - c) Project Timetable – focus on duration of the effort, not necessarily on specific start and end dates
- 4) Folder 5 –
 - a) Environmental Screening Form (ESF)
 - i) Complete the ESF provided on the website and file in this folder
 - (1) It is helpful to wait until you have the results of the clearance letters below, before you complete the ESF so that these responses can inform your answers.
 - b) Environmental Clearance Letters - email requests to these agencies below
 - i) Maine Natural Areas Program (MNAP) - (E-copies & shape files preferred)
Lisa St. Hilaire
Email to: maine.nap@maine.gov

- ii) Maine Department of Inland Fisheries and Wildlife (MDIFW) Endangered Species Program (E-copies & shape files preferred)

John Perry

Email to: IFWEnvironmentalreview@maine.gov

For both MNAP & MDIFW provide electronically by email:

Overview statement in body of email (cover letter) requesting review for proposed RTP project

Map of the project area identifying project location, include GIS coordinates.

Shape files indicating scale of the project.

- GIS/GPS Data: Submitting tracks and/or waypoints is highly encouraged
 - Please make sure your GPS is set to WGS 1984 as the datum.
 - Latitude and Longitude Coordinates are preferred in Decimal Degrees.
 - For example: Latitude: 44.291519, Longitude: -69.797352
 - If you need to convert to decimal degrees, you can use the following website:
 - <http://www.rcn.montana.edu/resources/converter.aspx>
 - Shape files are preferred, but GPX or KML files are acceptable as well.
- c) Historic Clearance – send request and maps to:
 - i) The Maine Historic Preservation Commission (MHPC) - (paper preferred)

Megan M. Hopkin
Maine Historic Preservation Commission
65 State House Station
Augusta, ME 04333

 - Provide by US mail:
 - A cover letter indicating that LWCF funds might be used on the project,
 - A USGS top map (they prefer 7.5' scale and the layer that shows the black squares for buildings – MDOT's free map service includes this layer) that clearly indicates the boundaries of the project,
 - A scope of work including information explaining the extent of any proposed ground disturbance.

5) Folder 6 –

- a) Copy of relevant section of Local Comprehensive Plan
- b) Copy of relevant sections of other local plans

6) Folder 7 –

- a) Debarment Certificate
- b) Assurances
- c) Joint Use Agreement (if applicable)
- d) User Fee schedule (if applicable)

7) Folder 8 –

- a) Community Support - Letters of Support – Media coverage